T/II/M-12
16 March 1965

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

TASK TEAM II - ITEM IDENTIFICATION

Minutes of the Twelfth Meeting, 12 March 1965

Members or Their Representatives Present

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DIA	-	
NSA	-	
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STATE	-	Mr. Curtis Fritz
ARMY	-	Mr. Robert Baxter
AIR FORCE	-	Lt. Col. Robert McAnaw
CSS	-	Secretary/Acting Chairman

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Others Present

None

1. Minutes of the eleventh meeting were reviewed and the following changes were made: Paragraph 4a (2): delete/short title of item. Paragraph 4b (1): add...and its classification.

2. Discussion also occurred concerning the need for a unique item identification number as a required data element for an authoritative item list. It was emphasized that such a number would facilitate the development, maintenance and use of an item list. Such a number might be a pure sequential numeric or it might be designed to carry information about the item, e.g., its producer, type, format, etc. In any event its design should reflect valid requirements of an item register. It was decided that such a number was probably required but design considerations were deferred until later.

3. The team then discussed working papers T/II/M-9/2 and T/II/M-9/3 on item categorization. The need for categorization in general was discussed as well as the need for the level of detail demonstrated by these two working papers.

4. It was pointed out that categorization appeared necessary to aid the user in determining the level of processing applied to produce an item.

Group 1
Excluded from automatic
downgrading and
declassification.

That is, is the item in the same form as it was when acquired (collected)?
Is it a product of technical processing and analysis? Is it a product in
which similar reports are associated on the basis of subject, area, or
time? Does the item contain conclusions as to significance based on
analysis/synthesis of pertinent information available from a variety of
sources? Is it a departmental or national estimate or projection? And so
forth.

5. Categorization also appears necessary to aid us in determining
whether certain types of product should be included in the item register.
For example, should we attempt to apply item identification to "non-
substantive items, to "substantive support" items, etc.?

6. With regard to the level of detail contained in the two working
papers, they tend to reflect a need to be as explicit as possible when
attempting to exclude certain types of products from item identification.
For example, should we recommend applying our system to products of
technical processing, especially those intermediate products which normally
do not appear outside the producing agency? Or in another area, should we
recommend application of item control to foreign publications, or only to
derivative items such as cover-to-cover translations, partial translations
or summaries?

7. Considerable discussion ensued concerning the meaning of pro-
cessing in the intelligence context. Efforts were made to minimize
semantic difficulties as the team discussed a subdivision of "substantive"
items into "unprocessed" and "processed" categories. It was decided that
further study of the working papers by task team members and additional
recommendations by them are desirable before a method of categorization
can be settled upon.

8. The next meeting of the task team will be held at CIA Headquarters
on Tuesday, 30 March 1965 at 1330 hours.

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Secretary